

**Invitation to Tender for Refurbishment works at Doddinghurst Parish Council
Accommodation,
Parish Office (Adjacent the Village Hall),
Church Lane, Doddinghurst, Brentwood, Essex, CM150N
Shower/Changing Rooms, Corridor and Gents Toilet**

1. Preamble. The Parish Council accommodation comprise a suite of rooms in a single storey that include a general purposes meeting room, a Parish Office, Toilets, a redundant shower area and changing rooms plus connecting corridors. A programme of work is underway to update and improve the accommodation. The building has been recently screened for asbestos and found to be free of the material. The building has been tested twice in the past 2 years for asbestos, once for the roof space and once for the internal walls ceilings and floors and none has been found.

2. Scope of Work.

- (i) To re-purpose the shower and changing room area of the Parish Rooms to provide:
 - a) An external access for wheel chairs and other mobility vehicles.
 - b) A fixed staircase access to the loft area above the Parish Office and changing rooms with a door at the base of the stairs.
 - c) The creation of an area for a new kitchen and the supply and fit of a kitchen sink, worktop and cupboards. This will require new plumbing and to serve the kitchen
 - d) Additional ground floor storage space for cleaning equipment and file archives.
 - e) Cloakroom space for the Creche and retention of access from the Parish Room to the Village Hall for events.
- (ii) The redecoration of the main entrance corridor,
- (iii) The complete replacement and refurbishment of an existing Gents' Toilet.
- (iv) NB. Electrical work is under contract to a separate contactor.

3. Timing of the Work. The Parish Room accommodation is normally booked by a variety of user groups for social events and meetings. It is also the venue for a village creche every Tuesday, Thursday and Friday, 09.00 to 13.00, during school term times. The Village is also hosting a Queen's Jubilee celebration on the Sunday 5th June 2022 when the Village Hall car park and the local fields are likely to be very busy. The optimum time for completing the work is therefore during August 2022 when the building is not expected to be in regular use.

4. Details of the work required under the contract.

(a) Corridor Area by Parish Office.

(i) The corridor internal doors. To be lightly sanded down, undercoated and given two topcoats of satin finish paint. All door labels to be removed and replaced with equivalent new labels. The corridor cupboard doors – as per the corridor doors.

(ii) Ceiling, walls and floor. The corridor walls and ceiling to be painted with a good quality washable matt emulsion paint.

The corridor floor tiles are to be removed and replaced with new vinyl tiles.

New door bars are to be fitted where required.

(b) Gents Toilet

(i) Ceiling, Doors and Floors to be refurbished as per the corridor.

The Urinals and their flushing system are to be replaced with a new installation.

The cistern in the gents WC is to be tested and if necessary, fitted with a new siphon tube and/or water admittance ball valve and seat.

The Hand Wash Basin is to be replaced with one with an integral storage cabinet and fitted with a single ceramic quarter turn tap on mains fresh water. No hot water tap is required.

The window in the toilet is to be replaced with a modern double-glazed unit made of reinforced UPVC with no opening light.

(c) Repurposing of the Shower and Changing Room areas/

A scale plan sketch of the existing layout (Annex B1) has been prepared that shows the relative areas of the existing floor plan and how this can be amended in a sketch (Annex B2) of the revised layout to achieve:

- a) An external access for wheel chairs and other mobility vehicles.
- b) A fixed staircase access to the loft area above the Parish Office and changing rooms with doorway and fire door at its base to isolate the kitchen from the loft.
- c) An area for kitchen equipment/ worktop and cupboards.
- d) Additional ground floor storage space for cleaning equipment and file archives.
- e) Cloakroom space for the Creche and retention of access from the Parish Room to the Village Hall for events.

In pursuit of the objectives at (c) above the following work will be required:

- a) Removal of sections of walls that make up the shower room
- b) Sealing up of two existing doorways.
- c) Removal existing shower plumbing and hot water tank and amendments to hot and cold-water plumbing and removal of any redundant wall tiling – requiring re-skimming and redecoration of affected areas. A new small cold water storage tank may be required in the loft to serve low pressure systems if they are required.
- d) Breaking through the external wall to the car park where existing windows are located and fitting new external doors for wheelchair access.
- e) Provision of a ramp and guard rails to enable a 0.5m difference in levels to be safely negotiated by wheel chair users.
- f) Provision of new staircase to upper floor complete with fire door at the base to prevent draughts from the loft and limit spread of smoke in the event of fire.
- g) Provision of new storage cupboards, including an “under-stair” cupboard complete with doorway and internal shelving.
- h) Provision of new kitchen cupboards, worktop and under worktop water heater with provision for an under-worktop fridge.

Colour scheme – throughout the building

To be based on white internal woodwork mid grey doors, white ceilings, light grey walls with darker contrasting grey outer face to external corridor door - to match internal floors.

Attachments: Existing and revised layout for the Shower and Changing room area

End of Specification

For more information contact: The Clerk on clerk@doddinghurst-pc.gov.uk